

# You're in Good Company

State of Missouri is one of nearly **1,000 employers** offering secure, fast employment and income verifications via The Work Number.



## Why The Work Number?

**The Work Number®** is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

**The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week**

- Access The Work Number via [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884
- Client Service Center:  
1-800-996-7566 (Voice) or  
1-800-424-0253 (TTY – Deaf)  
Monday-Friday, 7AM - 8PM (CST)

**Times Have Changed . . .  
So Have Your Options.**

**State of Missouri  
brings you...**



Buying a home or a new car?

Leasing an apartment?

Applying for a loan?

**You'll need proof  
of employment  
or income...**



# How to Use The Work Number®

## Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: --
- **State of Missouri** Employer Code: **10106**
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## The Work Number is the **No. 1** Employment Verification Service



## Need Proof of Employment Plus Income?

### Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:

- Option a) [www.theworknumber.com](http://www.theworknumber.com)
- Option b) **1-800-367-2884**

### Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number

### Step 3:

You will need to enter the following information to obtain a Salary Key:

- **State of Missouri** Employer Code: **10106**
- Your Social Security Number: --
- Your PIN: **last four digits of your SSN.**

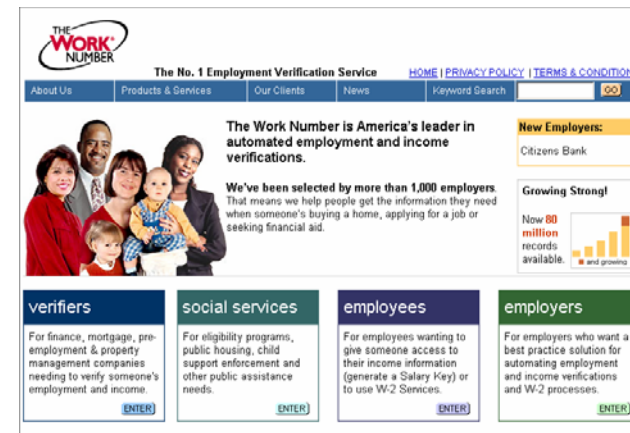
### Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: --
- **State of Missouri** Employer Code: **10106**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**



Visit  
**[www.theworknumber.com](http://www.theworknumber.com)**  
for more information.



## The Work Number Client Service Center

**1-800-996-7566**

**1-800-424-0253** (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

# State of Missouri Procedure Card

## Important Employment & Income Verification Information

For employment or income verification requests on any State of Missouri employee, please use the following procedures:

### Procedure to follow when verification requests are received by the following:

#### Mail or Fax

- Mail or fax back the incomplete verification request along with a copy of the *Verifier Information Letter* to inform the verifier that State of Missouri uses The Work Number® to provide automated employment and income verifications on our employees.
- Do **NOT** perform any employment, income or Social Services verifications via the phone, mail or fax.

#### Phone or Voice Message

- Inform the verifier that the State of Missouri uses The Work Number to provide automated employment and income verifications on our employees.
- Furnish the verifier with the **State of Missouri Employer Code: 10106**  
Provide The Work Number access information options: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690.
- Do **NOT** perform any employment, income or Social Services verifications via the phone, mail or fax.

## Frequently Asked Questions

### Why does State of Missouri use The Work Number to provide automated employment and income verifications?

- The Work Number saves time for State of Missouri employees by removing this burdensome task from their day.
- The Work Number reduces State of Missouri's risk of liability from providing erroneous or unauthorized information.
- Verifiers get immediate, convenient access to information that is accurate and secure.
- The employee receives the benefit of a quick turnaround service. There is no cost to the employee to use this service.

### What is a Salary Key? How does an employee obtain a Salary Key?

- A Salary Key allows employees to have control over third-party access to their information.
- The employee may get a Salary Key by visiting [www.theworknumber.com](http://www.theworknumber.com) or by calling 1-800-367-2884.

### Who can use The Work Number service? Who is considered a verifier?

- Any lending institution, property manager or other business that needs to verify employment or income of an employee.

### The Work Number Client Service Center

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